

The Core at Corby Cube

Job Description

Department:

Technical

Job Title:

Theatre Technician

Responsible to:

Chief Technician

Responsible for (When Duty Technician):

Part-time/Casual Technicians

Job Purpose:

- To play a key role in the technical delivery of The Core's Theatre, Events and Creative Project programme.
- To carry out maintenance on technical equipment, infrastructure and general building facilities and equipment within The Core's leased areas.
- To assist in the preparation and running of ancillary spaces for bookings.

Key Task Areas:

1. To be instrumental in the technical preparation for and delivery of shows, creative projects and cinema screenings to a high standard.
2. Prepare spaces, equipment, furniture and the format of rooms ready for use.
3. When required, to fulfil the role of Duty Technician in accordance with The Core's policies and procedures. Including the supervision of part-time/casual technicians.
4. To maintain and upkeep all spaces of The Core including routine maintenance and improvement works.
5. To provide excellent customer service to The Core's internal and external customers.
6. To supervise and assist contractors when required.
7. Promote and adhere to the organisation's culture and values.
8. To undertake equipment maintenance.
9. To drive any Theatre vehicles when required, if a suitable license is held.
10. To maintain up to date knowledge of current and new equipment and practices.
11. To be aware of, adhere to, and implement any legislative requirements consistent with overall duties of this post, with particular regard to Health and Safety policies and procedures, General Data Protection Regulations and Equality Act 2010.
12. To undergo relevant training and development required by the Chief Technician.
13. To carry out any other tasks allocated by the Chief Technician/Head of Operations on an ad hoc or continuing basis, commensurate with the general level of responsibility of the post.

The Core at Corby Cube

Person Specification

Essential	Desirable
<p><u>Experience</u></p> <ul style="list-style-type: none"> • Experience in a similar environment. <p><u>Knowledge/Qualifications</u></p> <ul style="list-style-type: none"> • A good understanding of the operation of current technical equipment. • Understanding and commitment to high production values of live performance. <p><u>Skills/Abilities</u></p> <ul style="list-style-type: none"> • Excellent customer service skills. • Strong organisational skills. • Good IT skills (Word, Excel). • Excellent communication skills, both oral and written. • Ability to work as part of a team and on own initiative. • Able to work under pressure and maintain a positive attitude at all times. • Attention to detail. • Ability to adapt and problem solve. • Experience of lifting & moving heavy loads. • An understanding of the irregular nature of theatre hours and a flexible approach to the working week. 	<p><u>Experience</u></p> <ul style="list-style-type: none"> • Working within a venue with a large and active participatory programme. • Experience of technical delivery of received work. • Experience of maintaining and developing performance, backstage, and ancillary areas. <p><u>Knowledge/Qualifications</u></p> <ul style="list-style-type: none"> • Proven interest in at least one of lighting, sound, staging and flying systems & rigging. • Any formal theatre qualifications / relevant training certification. <p><u>Skills/Abilities</u></p> <ul style="list-style-type: none"> • Good people management and staff deployment skills. • General maintenance skills and familiar with use of power and hand tools.

The Core at Corby Cube

Terms & Conditions

Job Title	Theatre Technician
Contract	Full Time – Permanent Position
Salary	£21,625 - £22,125 per annum (DOE) paid monthly on 20 th each month
Hours of Work	37 hours per week, working in shifts, must be able to work evenings and weekends.
Work Location	The Core at Corby Cube Corby Cube Theatre Trust Corby Cube George Street Corby Northants NN17 1QG
Holidays	Holiday year April – March 31 days per annum (including 8 days statutory holiday) - pro-rata in 1st year 33 days per annum after 3 years continuous service 36 days per annum after 5 years continuous service
Notice Period	4 weeks (once completed probationary period)
Subject to	Minimum age requirement of 18 years of age Satisfactory References Probationary period – 6 months Compliance with Immigration, Asylum and Nationality Act 2006 and the Immigration Act 2016
Pension Scheme	Contributory staff pension, 5% employee and 3% employer. NAMT pension scheme is provided by NOW pensions. NAMT will contribute after 3 months service
Additional Benefits	Free Employee Assistance Programme run by Health Assured Complimentary tickets available on selected shows throughout the year. 10% discount at our bars and theatre shop.